



CERTIFICATION REGARDING FY 2017 CDBG APPLICATION SUBMISSION (PS/ED/Housing APPLICANTS)

The undersigned acknowledges the following:

1. That the applicant confirms that program and fiscal staff have attended a minimum of one session of the Mandatory FY 2017 CDBG Application Training and signed the attendance log, as required. Applicant understands that if the CDBG Program Office cannot verify such attendance, this application will be deemed "ineligible" and will not be forwarded for FY 2017 CDBG Program funding consideration.
2. That, to the best knowledge and belief, all factual information provided is true and correct and all estimates are justifiable. This application and all attachments are complete and accurate.
3. **That submittal of an application for this project is not a guarantee of funding from Milwaukee County.**
4. That the proposed project described in this application meets the following National Objective: Benefits low- or moderate-income (LMI) persons, governing the use of CDBG funds per 24 CFR 570.208, Section A.
5. That all CDBG-funded activities shall be within Milwaukee County jurisdiction and/or benefit Milwaukee County residents. The jurisdiction includes Milwaukee County municipalities excluding the Cities of Milwaukee, West Allis, and Wauwatosa. Applicants for Direct Homeownership Assistance and Micro Enterprise Assistance activities understand that 100% of the clients assisted must be LMI persons.
6. That no revised applications may be made in connection with this application once the deadline for applications has passed, unless the CDBG Program Office mandates revisions and/or additional documentation during their application review process.
7. That an application scoring process has been implemented for all FY 2017 CDBG Applications. Eligible FY 2017 CDBG Applications will be scored and forwarded to the Economic and Community Development Committee for review. Funding recommendations will be based on the total score received for each application reviewed. The funding recommendations will be forwarded to County Board for approval.
8. **That applications determined to be "ineligible" by the Housing Division Office will not be forwarded to the Economic and Community Development committee for FY 2017 CDBG Program funding consideration.**
9. That past program and financial performance will be considered in reviewing this application.
10. **That, after Housing Division Office review of this application and supporting documents, it is determined that program and/or fiscal eligibility cannot be determined, required supporting documents were missing, and/or application instructions were not adhered to, the applicant understands that this application shall be deemed to be in "non-compliance" and will be required to undergo a "Secondary Review Process" to address all issues identified.** If such issues are not satisfactorily addressed, the applicant understands that this application will be deemed "ineligible" and will not be forwarded for FY 2017 CDBG Program funding consideration. Should the issues be satisfactorily addressed, information regarding the secondary review process will be made available to the Economic and Community Development Committee for consideration in their review and scoring of applications.
11. That, if the project is funded, Milwaukee County reserves the right to reduce and/or cancel the allocation if federal entitlements are canceled, reduced, or rescinded.
12. **That the project may be approved at a smaller level of funding than was requested, based on the amount of FY 2017 CDBG funding available to award.**



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13. That a project's FY 2017 funding does not guarantee its continuation in the County's subsequent action plans. Applicant understands that awarded CDBG funds are NOT an ongoing source of operating support. Even if approved for FY 2017 funding, there is no guarantee that approved projects will receive funding in future years. **In accordance with Milwaukee County Resolution 02-239 from April of 2002, an application will be funded at a minimum of \$25,000. The maximum amount of funding per non-County sponsored project is \$40,000 per resolution 93-861.**
14. That, if the project is funded, a written executed contract that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements, circumstances that would trigger grant suspensions and terminations, and reversions of assets would be required between the applicant and Milwaukee County.
15. That, if the project is funded, the applicant shall comply with all federal and County policies and requirements, County procedures must be followed, as applicable to the CDBG Program.
16. That, if the project is funded, all required federal and County certifications and assurances shall be adhered to.
17. That, if the project is funded, the applicant shall not use CDBG funds for grant writing, fundraising or lobbying per 2 CFR 200.
18. That, if the project is funded, the applicant understands that CDBG funds may not be utilized to support inherently religious activities such as worship, religious instructions, or proselytization. Applicant understands that CDBG funds can only be utilized to pay for activities attributable to CDBG-eligible activities and the project must serve all eligible beneficiaries without regard to religion.
19. That, if the project is funded, the applicant understands that Fair Housing materials/ brochures must be posted and/or accessible at the program locations. Applicant also understands that project facilities may be reviewed for compliance with Section 504 and ADA requirements.
20. That, if the project is funded, the County will perform a National Environmental Policy Act (NEPA) review prior to the obligation of funds (execution of a written agreement).
21. That proof of required insurance coverage will be submitted to the County prior to the execution of a written agreement. Applicant understands that the execution of a written agreement will be delayed until proof of required insurance is submitted to the County.
22. That written signatory authority from the applicant's governing body indicating who can execute written agreements/contracts and amendments on its behalf has been included with this application packet.
23. That, if the project is funded, sufficient funds are available from non-CDBG sources to complete the project as described on a reimbursement basis.
24. That, if the project is funded, the applicant understands that the most recent financial statement (immediate prior fiscal year end) and tax forms must be submitted on or before May 15, 2017. The allocation reserved for applicant's project will be assigned to another project if this deadline is not met. No exceptions will be made. Services will not be approved for implementation until these fiscal documents can be reviewed to determine compliance with the CDBG Program's fiscal requirements.
25. That, if the project is funded, the proposed services/activities listed in this application may be implemented without delay upon the execution of a written agreement between Milwaukee County and the applicant.
26. That the applicant is fully capable of fulfilling its obligation under this application.
27. That the proposed funding requested represents the amount needed to complete the project within a period of one year, not to exceed 12 months from the start of FY 2017 (January 1, 2017).



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28. That, if the project is funded, the applicant understands that a request to revise the "project category" OR "project description" listed in this application will not be accepted by the CDBG Program Office.
29. That, if the project is funded, the applicant understands that CDBG funds are provided on a reimbursement basis and that required Quarterly Reports and supporting documentation must be reviewed and accepted by an assigned CDBG Project Manager prior to approval of reimbursement payment to the applicant.
30. That, if the project is funded, the applicant understands that CDBG funds are provided on a reimbursement basis and that required Requests for Reimbursement reports and supporting documentation must be reviewed and accepted by the CDBG Fiscal Unit, pursuant to HUD's Playing by the Rules Handbook and the 2013 CDBG and HOME Sub-recipient Manual, prior to approval of payment to the applicant.
31. That the applicant understands that all CDBG funds allocated to projects must be expended within 18 months from the start of FY 2017 (January 1, 2017), or such funds will be presented to County Board for reprogramming.
32. That the applicant does not have any unresolved audit findings for prior CDBG and/or other federal-funded projects.
33. That the applicant understands that the County may verify any or all statements contained in this application packet, and that any intentionally false information or omission may disqualify the applicant from consideration for CDBG funding in the current and future years.
34. That the applicant understands that, upon submission, this application packet becomes the property of Milwaukee County and will not be returned to the applicant in whole or in part.
35. That the undersigned has reviewed this application packet for completeness and accuracy and has approved the description, performance goals, budget, and other aspects of the described project listed in this application.
36. That, if the project is funded, the applicant understands that the CDBG Program Office reserves the right to require final revisions to proposed scope of work/services and/or budget line items prior to the execution of a written agreement utilizing FY 2017 CDBG funds.
37. That, if the project is funded, the applicant agrees to accept and execute the County's boilerplate agreement for the funding.
38. That the applicant possesses the legal authority to apply for CDBG funds and to implement the proposed project.
39. That the governing body of the applicant agency authorizes the submission of this application.

By signature below, the applicant acknowledges the information listed on this form.

Name of Agency

Signature of Authorized Signing Official/Representative

Date

Print/Type Name of Authorized Signing Official/Representative